



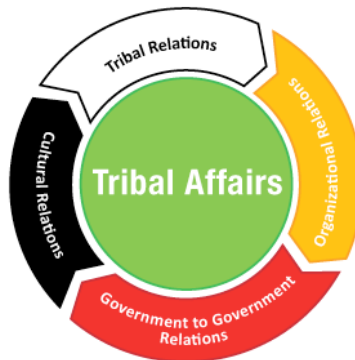
FIRST THINGS FIRST

SENIOR DIRECTOR OF TRIBAL AFFAIRS

Introduction

First Things First (FTF), also known as the Arizona Early Childhood Development and Health Board, is a public state agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a State Board and Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life. First Things First acts in accordance with our Beliefs, Actions and Performance statements, which are attached.

Tribal Affairs is an integral part of First Things First. Arizona's Indian tribes and nations can participate in First Things First in one of two ways: by electing to have their tribal lands treated as separate regions by the statewide FTF Board, or by electing to have their tribal lands treated as part of the FTF regions in which their lands are geographically located. To date, 19 of Arizona's 22 federally recognized Indian tribes and nations have elected to participate in First Things First (10 as separate regions, and nine as part of the region in their geographic area). More information on FTF Tribal Affairs is available at <http://azftf.gov/tribal-affairs>



Job Summary:

The Senior Director of Tribal Affairs is responsible for ensuring the facilitation of effective government-to-government relations between FTF and Arizona tribes and Indian nations; building and strengthening organizational relations with tribal partners; fostering tribal relations through collaborative partnerships; and facilitating the provision of culturally appropriate early childhood services in tribal communities. This position also serves as the primary advisor to FTF senior leadership on all matters involving Tribal Affairs, including the development of policies that involve young children and families living on tribal lands, including program development/implementation and data collection.

The position requires substantial effort to coordinate and work with the CEO, statewide Board, staff, Regional Council members, program providers and early childhood stakeholders at the local, state and national levels.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. In addition, he/she will have an understanding of issues that have historically impacted tribal relations and demonstrated experience applying that knowledge in positions that impact policy development and/or program delivery in tribal areas. She/he will have the proven ability to work within multiple teams to accomplish tasks and keep multiple priorities organized and progressing.

Typical Duties and Responsibilities:

Reporting to and in collaboration with the Vice President of External Affairs:

- Serving as FTF's primary liaison with Arizona's tribes and Indian nations
- Ensuring the regular and timely implementation of FTF's Tribal Consultation Policy
- Consulting with tribal governments to ensure that concerns and impacts are carefully considered before FTF takes action or makes decisions affecting tribal communities
- Serving as lead advisor and facilitator in the development of data agreements with tribes
- Ensuring ongoing communication with tribal governments and tribal partners by responding to requests for information and providing technical assistance as it relates to the work of First Things First
- Advising FTF staff, Regional Councils, and state Board on tribal perspectives regarding FTF policies and programs
- Formulating and recommending policies, programs, and initiatives impacting tribes
- Developing and fostering effective communication and collaboration between FTF staff and staff members from tribes and nations
- Actively working to build awareness among policymakers at the local, state and federal levels on early childhood issues impacting young children of Arizona's Indian tribes and nations
- Training FTF staff and others in the area of tribal relations through ongoing education
- Working with tribal partners, such as other state agencies, the Inter-Tribal Council of Arizona and the Indian Health Service, to provide information and resources related to the work of First Things First
- Facilitating partnerships and educating both the public and private sectors on FTF programming in tribal communities
- Identifying tribal considerations in the development of policy, program and funding initiatives impacting tribal communities
- Providing training to FTF grantees who provide services in tribal communities
- Accompanying and/or representing the First Things First CEO in meetings with tribal representatives, and assist and advise the CEO in maintaining productive relationships with tribes, Indian nations, and tribal partners
- Serving as the lead of FTF's internal Tribal Technical Advisory Group (TTAG)

Qualifications:

- Bachelor's degree from an accredited college or university; master's degree preferred.
- Excellent verbal and written communication skills, including public speaking, presentations and training, report/letter writing, grant writing, and informational articles
- Seven to 10 years of direct experience working with elected tribal leaders or policymakers. Extensive knowledge of American Indian sovereignty and related issues. Demonstrated high level knowledge of laws, policies, treaties, etc., impacting tribes and Indian nations
- Organized and detail-oriented, with proven effectiveness at managing multiple priorities on deadline
- Facilitation skills to conduct meetings, problem solving and fact finding sessions
- Strong computer skills, with familiarity in using Microsoft Office Suite and an understanding of the fundamentals of using electronic mail and the Intranet
- Strong organizational skills, self-motivated and able to work independently as well as in highly-collaborative team efforts
- Knowledge of early childhood and/or human services systems/policy strongly preferred

Review of resumes will begin on Monday, June 16, 2014 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 24, with a hiring range of \$70,000 to \$85,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.